

Cottonwood Heights  
Consolidated Fee Schedule  
(23 August 2011)

1. **ALARM SERVICES.** (CH Code §5.22)

<b>ALARM FEES</b>	
Alarm User Permit	No charge
<b>False Alarm Fees/Fines</b>	
Responding to up to two false alarms within a 12-month period	No charge
Third false alarm within a 12-month period	\$50
Four or more false alarms within a 12-month period	\$100 each
Late fees	All fees and fines are due and payable within 30 days after notice. Thereafter, a penalty of 10% of the original fee or fine is assessed each 30 day period the fee or fine remains unpaid. After 90 days, the city's claim will be sent to collection for all amounts due, plus costs and attorney fees.

2. **AMBULANCE SERVICE.** Pursuant to UTAH CODE ANN. 26-8-4(18) and UTAH ADMINISTRATIVE RULES R426-1-8-2-4, the Utah Department of Health establishes and orders the maximum allowable base ambulance service rate for each fiscal year.

3. **ANIMAL LICENSING AND PET SERVICE FEES.** (CH Code Title 8)

<b>PET LICENSE FEES</b>	
Sterilized	\$5
Unsterilized	\$25
Unsterilized Pet for Senior Citizen (age 60 and older) one time fee	\$20
Sterilized Pet for Senior (age 60 and older) one time fee	\$15
Replacement tag	\$3
Late fee (in addition to regular fee)	\$25
<b>PET PERMIT FEES</b>	
Commercial Operations up to 30 animals	\$75
Commercial Operations over 30 animals	\$150
Cattery or Kennel Permit	\$25 <i>In addition, all pets must be individually licensed</i>
Pet Shops selling only tropical or freshwater fish	\$50
Stables	\$40
Animal Exhibitions for a single event	\$25
Animal Exhibitions for multiple events	\$250

Guard Dog permit (pet site)	\$25
Fancier's permit	\$25
Hobby permit	\$25
Exotic animal permit	\$5
Dangerous animal permit	\$25
Additional Domestic Fowl or Livestock Permit	\$25 plus any fees charged to the applicant or to the city or the Salt Lake Valley Health Department
Late fee (in addition to regular fee)	\$25
<b>PET SERVICE FEES</b>	
<b>Impound fees (per animal):</b>	
First impound	\$25
Second impound (within 24 months)	\$50
Third impound (within 24 months)	\$100
Subsequent impounds (within 24 months)	\$200
Board fee (per day)	\$8
Adoption fee (includes microchip and adoption packet)	\$25
<b>Sterilization Deposits:</b>	
Dog impoundment	\$50
Cat impoundment	\$25
Rabies Deposit	\$25
Turnover or disposal fee	\$25
Transportation fee (per animal)	\$25
Stray animal from another jurisdiction	\$10
<b>LIVESTOCK SERVICE FEES</b>	
<b>Impound Fees (per animal):</b>	
Large livestock	\$60
Small livestock	\$30
<b>Board fees per day (per animal):</b>	
Large livestock	\$10
Small livestock	\$8

4. **BICYCLES** (CH Code §11.32.020)
  - a. License Fee (per bicycle) .....\$1
5. **BOARD OF ADJUSTMENT** ..... See "Community Development Fees"
6. **BONDS**

Business Licensing Bonds	See "Business Licensing"
Land Use Improvement Bonds	See "Community Development Fees"
Performance Bonds	See "Public Works Fees"

7. **BUILDING FEES** (CH Code Title 15)

Building Permit Fee	100% of IBC Schedule
Plan Review Fee (Residential)	65% of building permit fee
Plan Review Fee (Non-Residential)	65% of building permit fee

Electrical, Mechanical and Plumbing Fees	Each is 5% of base building permit fee if applied for together with the building permit. If applied for separately, then fee is as per IBC fee schedule.
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*\*NOTE: In cases where this fee schedule cannot practically be applied, the fees shall be determined by the building official.*

**8. BUSINESS LICENSE FEES (CH Code Title 5)**

**BUSINESS LICENSE FEE SCHEDULE**

*All business licensees in the city are subject to the following business license fee schedule. Each business licensee must pay the appropriate general administration fee plus any applicable disproportionate fees for special regulations/inspections and any applicable disproportionate fees based on disproportionate calls for service, all as specified below. This schedule is based on data and analysis provided by the "Analysis of Business License Fees" dated October 2006 prepared by Lewis Young Robertson & Burningham, Inc., which is incorporated herein by reference and which specifies, among other things, (a) the basic level of municipal services in the city; (b) what amounts are reasonably related to the costs of the municipal services provided by the city; (c) what constitutes disproportionate costs (whether due to special regulations/inspections, or due to disproportionate calls for service) and what amounts are reasonably necessary to recover such costs; and (d) what constitutes an enhanced level of municipal services in the city and what amounts are reasonably related to recover such costs.*

**GENERAL ADMINISTRATION FEES**

*All business licensees are subject to the following general administration fees, which are levied and imposed to cover the city's administrative costs associated with its business licensing activities.*

<b>TYPE OF LICENSE</b>	<b>BASE FEE</b>
New Business Fee – Commercial	\$170
Renewal Fee – Commercial	\$120
New & Renewal Fee – Home Occupation	\$100
New & Renewal Fee – Home Occupation Fee (Grossing less than \$1,500 per year)	\$50
Temporary License Fee	\$80
Special Event License Fee	\$100

**DISPROPORTIONATE FEES BASED ON SPECIAL REGULATIONS/INSPECTIONS  
AND  
DISPROPORTIONATE FEES BASED ON DISPROPORTIONATE CALLS FOR SERVICE**

The following business license fees are in addition to the general administration fees specified above, and are charged to recover the city's disproportionate cost of special regulations/inspections and 25% of the disproportionate cost of calls for service from police and fire departments that exceeds the basic level of such services provided in the city. Total business license fees are determined by adding the general administration fee, any applicable disproportionate fees, and any enhanced level of service fees applicable to a business; provided,

however, that for the business classifications specified below, such total is restricted to 125% of the average total business license fees paid in 2006 by businesses of the same classification. The business classifications to which the 125% limit applies, and the dollar amount of the limit for each such business classification, is shown below.

	Special Regulation/ Inspection	Disproportionate Calls for Service	125% Limit*
Apartments	\$25 per location		Does not apply
Alcohol	\$443 per location		Does not apply
Assisted Living/Nursing Home	\$150 per location	\$2.50 per bed	Does not apply
Big Box Retail	\$265 per location	\$8.75 per employee	Does not apply
Commercial Daycare/Preschool	\$555 per location	\$60 per location	\$297
Home Day Care/Preschool	\$555 per location		\$153
Convenience Store/Service Station	\$133 per location	\$477 per location	\$980
Financial Services	\$208 per location	\$224 per location	Does not apply
Retail Fireworks	\$38 per location		Does not apply
Food and Grocery Stores	\$265 per location	\$1,615 per location	\$2,417
Medical Services		\$50 per location	Does not apply
Pawn Brokers	\$340 per location	\$410 per location	Does not apply
Pharmacies	\$40 per location		Does not apply
Private Clubs	\$265 per location	\$1,197 per location	\$1,051
Repair and Maintenance ( <i>automotive services</i> )		\$150 per location	\$176
Restaurants (without alcohol)	\$265 per location	\$195 per location	\$471
Restaurants (with alcohol)	\$265 per location	\$195 per location	\$1,015
Sexually Oriented Businesses		\$1,650 per location	Does not apply
Special Events	\$168 per event		Does not apply
Solicitors	\$25 per solicitor		Does not apply

\* This 125% limit applies to the total aggregate fee which includes all administration fees, regulatory and inspection fees and disproportionate (call for services) fees. For example, a grocery store would have (a) an administrative fee of \$120, (b) an inspection fee of \$265, (c) if it sells alcohol, a regulatory fee of \$443, (d) if it sells fireworks, a regulatory fee of \$38, and (e) a fee to cover 25% of disproportionate calls for service of \$1,615, totaling \$2,480. The 125% limit would apply and that limit would be \$2,417.

BOND SCHEDULE	
Type of Bond	Amount of Bond
Auctioneers License	\$5,000
Auction House License	\$10,000
Employment Office	\$1,000
Fireworks (Temporary Stand)	\$350
House Movers	\$1,000
Private Detectives	\$1,000

#### 9. COMMUNITY DEVELOPMENT FEES (CH Code chapter 3.16).

Application	Fee
Pre-application meeting	\$150 (applied to future application fee)

Site Plan for Permitted and Conditional Uses	\$1,100 base fee plus the following: PUD - \$50 per dwelling unit Multi-family residential - \$25 per dwelling unit Commercial - \$35 per 1,000 square feet gross floor area Office - \$35 per 1,000 square feet gross floor area Base fee covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.
Minor Site Plan – Additions or enlargements ( <i>amended site plan</i> )	50% of base fee plus the following: PUD - \$50 per dwelling unit Multi-family residential - \$25 per dwelling unit Commercial - \$35 per 1,000 square feet gross floor area Office - \$35 per 1,000 square feet gross floor area Base fee covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.
Sensitive Lands Overlay	\$1,000 base fee plus \$200 engineering review fee for each required geology or technical report submitted as part of the application.
PUD Subdivision	\$2,000 base fee plus \$110 per lot, which covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.
Major Subdivision ( <i>more than ten lots</i> )	\$2,000 base fee plus \$100 per lot, which covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.
Minor Subdivision (ten or fewer lots)	\$1,000 base fee plus \$100 per lot, which covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.
Condominium plat, subject to UCA 57-8-101 <i>et seq.</i>	\$250 plus the subdivision fee.
Lot Line Adjustment – ( <i>No public hearing required</i> )	\$300
Vacating or Changing a Recorded Plat, Lot Consolidation, Applicant Initiated Lot Line Adjustment ( <i>Public hearing required</i> )	\$500 base fee plus \$100 per lot. Base fee covers two staff and engineering reviews. Applicant is responsible for actual review costs after the first two reviews.
Short Term Rentals – CUP	\$350 per unit per year
General Plan Land Use Map Amendment	\$1,000 plus \$95 per acre or portion thereof
General Plan Text Amendment	\$1,000

Zoning Map Amendment	\$1,000 plus \$95 per acre or portion thereof
Zoning Text Amendment	\$1,000
Home Occupation review fee	\$150 -- Up to six clients daily \$300 -- Up to 12 clients daily
Home Daycare – Preschool Application Fee	\$150 – Up to six students daily \$350 – Up to 12 students daily
Administrative Determination Fee	\$350
Design Review	\$550
Temporary Site Plan	\$200
<b>Zoning Review – Signs &amp; Building Permits</b>	<b>Fee</b>
Wall Signs	\$75
Monument Signs	\$150
All Other Signs	\$100
Building permit review fee – Residential	\$75
Building Permit Review Fee – Commercial	\$150
Time Extension Application Fee	50% of base fee of previously approved application
Zoning Verification Letter	\$150
Wall height extension—conditional use fee	\$250
<b>Board of Adjustment</b>	<b>Fee</b>
Appeals	\$600
Variance applications	\$900
Nonconforming building or use application	\$900

<b>Noticing (in addition to application fee)</b>	<b>Fees</b>
Conditional Use Permit	\$150
General Plan Amendment	\$500
Ordinance Amendment	\$150
Zone Change	\$250
Zoning Variance	\$150
<b>Planning Retention</b>	<b>Fee</b>
Item is withdrawn prior to Planning Commission meeting	80%
Item is withdrawn prior to distribution of agenda	50%
Item is withdrawn within ten (10) days of application	10%
<b>Land Use Improvement Bonds (Cash, Letter of Credit or Escrow Only)</b>	<b>Fee</b>
Standard Bond Agreement	No charge
Negotiated Bond Agreement (nonstandard)	Actual cost of city attorney fees
Bond administration fee	\$100
Bond release inspection fee	\$100
Bond release re-inspection fee	\$100

<b>Streets</b>	<b>Fee</b>
Street vacation	\$300
Street dedication	Preliminary – \$500 Final – 6% of the improvement costs

- 10. **CONDITIONAL USE FEES**.....See “Community Development Fees”
- 11. **DECLARATION OF CANDIDACY**
  - a. Filing Fee ..... \$25
- 12. **DEMOLITION PERMIT**..... \$47.47
- 13. **EXCAVATION PERMIT** ..... See “Public Works Fees”
- 14. **FIRE DEPARTMENT** As per Unified Fire Authority fee schedule
- 15. **GENERAL PLAN AMENDMENT** “See Community Development Fees”
- 16. **GRADING PERMIT** ..... 100% of IBC Schedule
- 17. **HAZARDOUS MATERIALS**..... See CH Code §9.65.040
- 17. **INTEREST ON DELINQUENT PAYMENTS DUE TO CITY**.....18% per annum
- 18. **ORDINANCE ENFORCEMENT VIOLATIONS (ZONING/ANIMAL CONTROL)**

<b>Civil Fines for Violation of Zoning Regulations</b>	
<b>Residential Zones</b>	
Conditional use without a permit, other violations	\$25 per day (after warning period)
Non-permitted use, violation of permit or approval	\$50 per day (after warning period)
<b>Mixed Zones</b>	
Conditional use without a permit; other violations	\$50 per day (after warning period)
Non-permitted use, violation of permit or approval	\$50 per day (after warning period)
<b>Commercial and Other Zones</b>	
Conditional use without a permit; other violations	\$100 per day (after warning period)
Non-permitted use, violation of permit or approval	\$200 per day (after warning period)

- 19. **PARK RESERVATIONS** ....Per Cottonwood Heights Parks and Recreation Service Area

20. **PARKING PERMITS** (CH Code §11.22.090)

Regular Fee For Two Permits	\$5
Guest Permit	\$5
Replacement Permit	\$5

21. **POLICE DEPARTMENT**

Fingerprinting	\$10 per card for Cottonwood Heights residents and business employees
Police Incident Reports	\$10 each (no charge for victims)
DI-9 (traffic accident)	\$10 for all persons involved
Photographs	\$25 per disc – up to 50 photos
Recordings (audio and video)	\$25
Right to Access	\$10 (Cottonwood Heights residents only)
Letter of Good Conduct	No charge

22. **PUBLIC WORKS FEES**

<b>Fee Schedule for Excavation</b>	
Annual plan permittees—Paving cuts	\$.50 per square foot (\$150 minimum charge)
All other permittees—Paving cuts	\$1.00 per square foot (\$250 minimum charge)
Road Closure	\$50 per day per lane – residential collector \$200 per day per lane – all others
All permittees—No paving cuts	\$.25 per square foot (\$100 minimum charge)
<b>Excavation Bond Amounts</b>	
Cash, letter of credit or escrow only	
0 – 100 square feet	\$1,000
101 – 300 square feet	\$2,000
301 – 450 square feet	\$3,000
451 – 600 square feet	\$4,000
601 square feet or more	As determined by the public works department
<b>Fee Schedule for Penalties</b>	
Extension Fee	\$50
Stop Work Order For No Permit	200% of Regular Permit Fee
Other Stop Work Orders	\$100
Weekend Inspection Fee (48 hour notice required)	\$100 minimum for two hours and \$50 per hour thereafter
Failure to Notify Inspector 48 Hours Prior to Commencing Work	\$200 per incident and no additional permits until the penalty is paid
Failure to Comply or Complete	\$200 per day plus city-directed expenses for traffic control, securing the excavation, repairs, etc.
Performance Bond (City code §3.20.060)	Cash, letter of credit or escrow agreement

	only
Inspection Fee (City code §3.20.070)	\$100
Reinspection Fee (City code §3.20.080)	\$100
Right of Way Improvement Permit (Curb, Gutter, Sidewalk)	No Charge
Right of Way Closure (No Excavation)	\$50 per day per lane – residential collector \$200 per day per lane – all others

### 23. RECORDS

Maps/GIS Digital Data	Based on Staff Time and Cost of Materials
General Plan (Printed)	\$50
General Plan (CD)	\$5
Zoning Ordinance	\$15
Maps (24" x 36" color)	\$15
Maps (24" x 36" black and white)	\$10
Maps (11" x 17" color)	\$10
Maps (11" x 17" black and white)	\$5
Copies of documents not listed (up to 8.5" x 14")	\$0.25 per page
Copies of documents not listed (over 8.5" x 14")	\$0.50 per page
<b>GRAMA Fee Schedule</b>	
Reviewing a record	There is no charge to review a record to determine whether it is subject to disclosure unless the quantity of the requested records is extraordinary.
Inspecting a record	There is no charge for inspection of a record unless it must be produced from a proprietary and/or secured electronic database.
8 ½" x 11" black and white page of copy or image	\$.25 per page
8 ½" x 11" color copy or image	\$.40 per page
11" x 14" black and white page of copy or image	\$.25 per page
11" x 14" color copy or image	\$.40 per page
Faxing documents within U.S., including telephone charges	\$1.00 per page
If research or preparation of information is required (such as redaction) exceeding 15 minutes of time, an hourly charge is assessed to recoup the actual cost, not to exceed the salary of the lowest paid employee who, in the city's discretion, has the necessary skill, training and security clearance to perform the request. Staff time for photocopying, printing or duplicating, faxing and scanning is included in the fee for those items.	Staff hourly rate
Per CD or DVD, plus staff time to run copy and or scan the records to electronic format.	\$10.00
Oversized copy and or graphics	Actual cost of reproduction

	plus staff time to produce
Mailing costs; Supplies	\$2.00 for staff mail preparation time, plus actual mailing costs based on standard U.S. postage rates. Other media/supplies will be billed at actual cost.
Archived records retrieval, for retrieval of record(s) from a Records Retention Center or other storage location removed from the place of business of the department or division which maintains the record(s).	\$25.00
Per each certification of a record.	\$2.00
Other services (e.g., fees for third party services).	Actual cost.

**24. RETURNED CHECKS**

Returned Checks	\$20 per check or such greater amount as may be available under UCA §7-15-1.
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25. SIGNS..... See "Community Development Fees"

26. SITE PLAN REVIEW..... See "Community Development Fees"

27. SPECIAL EVENT PERMIT (CH Code §14.56.050)..... \$100

**28. STORM WATER FACILITIES IMPACT FEE**

LAND USE	FEE
<i>Residential (Single Family)</i>	
Rural Density (Lot ½ acre or larger)	\$1,489.88 per dwelling unit
Low Density (Lot ¼ acre – under ½ acre)	\$1,053.19 per dwelling unit
Medium Density (Lot 1/8 acre–under ¼ acre)	\$642.19 per dwelling unit
<i>Residential (Multi-Family)</i>	
High Density (24 Units/Acre)	\$642.19 per acre of impervious surface (Prorated)
Mixed Use (8 Units/Acre)	\$642.19 per acre of impervious surface (Prorated)
LAND USE	FEE
<i>Commercial</i>	
Civic	\$642.19 per acre of impervious surface (prorated)
Commercial	\$642.19 per acre of impervious surface (prorated)
Neighborhood Commercial	\$642.19 per acre of impervious surface (prorated)
O-R-D	\$642.19 per acre of impervious surface (prorated)
Open Space	\$642.19 per acre of impervious surface (prorated)
Open Space – Reserved	\$642.19 per acre of impervious surface

	(prorated)
Religious	\$642.19 per acre of impervious surface (prorated)
Street ROW	\$642.19 per acre of impervious surface (prorated)
Utility	\$642.19 per acre of impervious surface (prorated)

28. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) \$1,500

29. SUBDIVISIONS ..... See "Community Development Fees"

30. TRANSPORTATION FACILITIES IMPACT FEE

LAND USE	FEE
Residential (Single Family)	\$242.84 per dwelling unit
Residential (Multi-Family)	\$158.36 per dwelling unit
Office	\$572.50 per 1,000 square feet (prorated)
Commercial	\$1,029.12 per 1,000 square feet (prorated)
Big Box Retail	\$723.22 per 1,000 square feet (prorated)
Institutional	334.94 per 1,000 square feet (prorated)

31. ZONING ..... See "Community Development Fees"